



City of Billings  
RIGHT - OF - WAY ACTIVITY  
PERMIT

Please check the type of activity you are applying for:

Parade  Run/Walk/Procession  Street/Alley Closure  Block Party

Submit this application with attachments to either: The Public Works office - 2224 Montana Ave. or Downtown Billings office - 2815 2<sup>nd</sup> Ave. N. (both - Billings, MT 59101) Application packet should be turned in at least 60 days prior to the date of the proposed event for approval.

PERSON MAKING APPLICATION Denise Armstrong  
ORGANIZATION MAKING APPLICATION Big Sky Senior Services  
ADDRESS 3 1/2 N. 35<sup>th</sup> City Billings State MT Zip 59101  
EMAIL ADDRESS dbarmstrong@bigsky Senior Services.org

APPROXIMATE TIME EVENT WILL:  
Assemble 8:00 am Start 10:00 am Disband 4:00 pm  
DATE OF EVENT 3/12/11

PURPOSE OF EVENT: (Description and detail of plans)  
Big Sky Senior Services and The Save our Parade Committee work together to provide the City of Billings and surrounding area with a St Patrick's Parade and Celtic Street Fair to celebrate the Irish Heritage of Montana. The Event is Scheduled for 3/12/11 from 9am to 2pm Setup begins at 8:00am between 1st & 3rd Ave on N. Broadway. Parade will stage and follow the traditional route. City Stage will be under sky point north facing on south side of 2nd.

EVENT ROUTE DESIRED (IF APPLICABLE) - Please attach map  
Attached

BLOCK PARTY STREET LOCATION (IF APPLICABLE)  
N/A

CLEAN UP IMPLEMENTATION: (Company contracted or services you will provide)  
Contract with B.I.D for clean-up

**CERTIFICATION OF INSURANCE WHICH MUST SHOW:** (1) The limits of liability coverage for the period of this agreement as a minimum of \$750,000 per claim/ \$1.5 Million per occurrence general liability, and (2) the City of Billings named on the Certificate of Insurance as the additional insured. (Refer to the sample insurance copy. Please not a certificate of insurance in NOT required for Block Parties.)

**NOTICE:** ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON THE PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC/ENGINEERING DEPARTMENT PRIOR TO PLCEMENT, BE ENVIRONMENTALLY SAFE, AND NOT CONFLICT WITH EXISTING MARKINGS.

**FOR DOWNTOWN EVENTS:** YOU OR THE ORGANIZATION YOU REPRESENT MUST "ASSIGN" THE FIRST TWO BLOCKS OF THE DOWNTOWN EVEN ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOU EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

**IF USING THE ESTABLISHED EVEN ROUTE (PARADE),** THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE3 EVENT, AND A STREET SWEEPER (IF NECESSARY AND WEATHER PERMITTING) TO FOLLOW THE EVENT.

**COORDINATOR OF EVENTS WITH ALCOHOL WILL BE CONSUMED IN PUBLIC RIGHT-OF-WAY ARE REQUIRED TO OBTAIN AN OPEN CONTAINER PERMIT FROM THE POLICE DEPT.**

**UPON SIGNING OF THIS APPLICATION, THA APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL ACTIVITY.**

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Billings and The Downtown Billings Alliance, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity, protecting the City of Billings from all losses arising out of its activity, including damages of any kind or nature.

APPLICANT SIGNATURE *Adrian Combsburg* DATE 2-8-11

APPLICANT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT DENIED \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES \_\_\_ NO \_\_\_ (IF YES ATTACH COPY)

**FOR CITY USE ONLY**

FEE: \_\_\_\_\_  
APPLICANT NOTIFIED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

- COPIES TO:**  
CITY ADMINISTRATOR  
DEPUTY CITY ADMINISTRATOR  
POLICE CHIEF  
FIRE CHIEF  
FIRE MARSHALL  
MET TRANSIT MANAGER  
STREET/TRAFFIC SUPERINTENDANT  
TRAFFIC ENGINEER  
PRPL DIRECTOR  
PARKING SUPERVISOR  
CITY ATTORNEY

**Saturday March 12, 2011**



**Big Sky Senior Services, in conjunction with the Save Our Parade Committee is organizing the 30<sup>th</sup> annual St. Patrick's Day Parade and Celtic Street Fair. With your help, we are going to make it a great a celebration for the city of Billings!**

**St. Patrick's Day Parade: 11 a.m., Saturday March 12<sup>th</sup>**

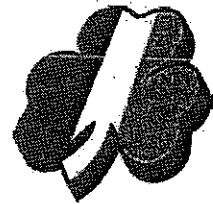
The parade proceeds up 3<sup>rd</sup> Avenue in downtown Billings between 27<sup>th</sup> and 32<sup>nd</sup> Streets, then returns on 2<sup>nd</sup> Avenue.

**Celtic Street Fair: 10 a.m. to 2 p.m., Saturday March 12<sup>th</sup>**

The Celtic Fair, featuring food, merchandise and children's activities, will be held on Broadway (28<sup>th</sup> Street) from 1<sup>st</sup> to 3<sup>rd</sup> Avenues.

Proceeds from the parade will support Big Sky Senior Services; Senior Helping Hands, Prevention of Elder Abuse, and Friends Volunteer Program. Each program helps elders and disabled adults live safely and independently at home.

**Enclosed is the registration packet for the parade and street fair. For more information or questions about either event, please visit [saveourparade.com](http://saveourparade.com) or call Big Sky Senior Services at 259-3111.**



[www.bigskyseniorservice.org](http://www.bigskyseniorservice.org)

Client#: 200  
**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

CITYOFBI

DATE (MM/DD/YYYY)  
 2/10/2011

PRODUCER  
 Hoiness LaBar Insurance  
 A Member of Payne Financial Group  
 Box 30638  
 Billings, MT 59107-0638

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
 City Of Billings  
 %Human Resources Dept  
 P.O. Box 1178  
 Billings, MT 59104

INSURERS AFFORDING COVERAGE

INSURER A: Penn-American Insurance Co.	NAIC #
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PD Ded:250 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PAC6784202	04/01/10	04/01/11	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Holder is listed as Additional Insured on policy for St. Patrick's Day Parade and Celtic Street Fair on March 12, 2011 in downtown Billings, MT.

CERTIFICATE HOLDER

Big Sky Senior Services,  
 Inc./Save our Parade Committee  
 3 1/2 N. 35th St.  
 Billings, MT 59101

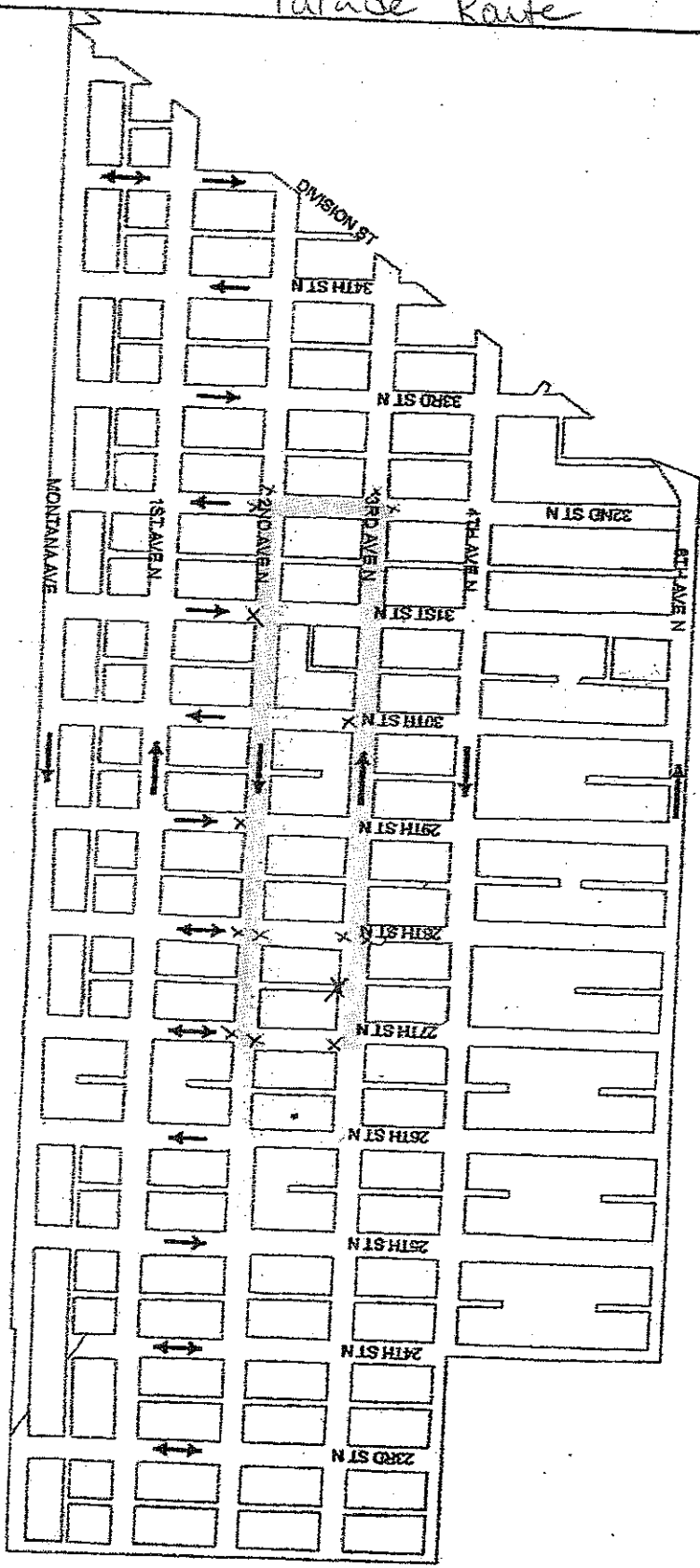
CANCELLATION 10 Days for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*[Signature]*

Parade Route



**Downtown Billings Street Direction Map**

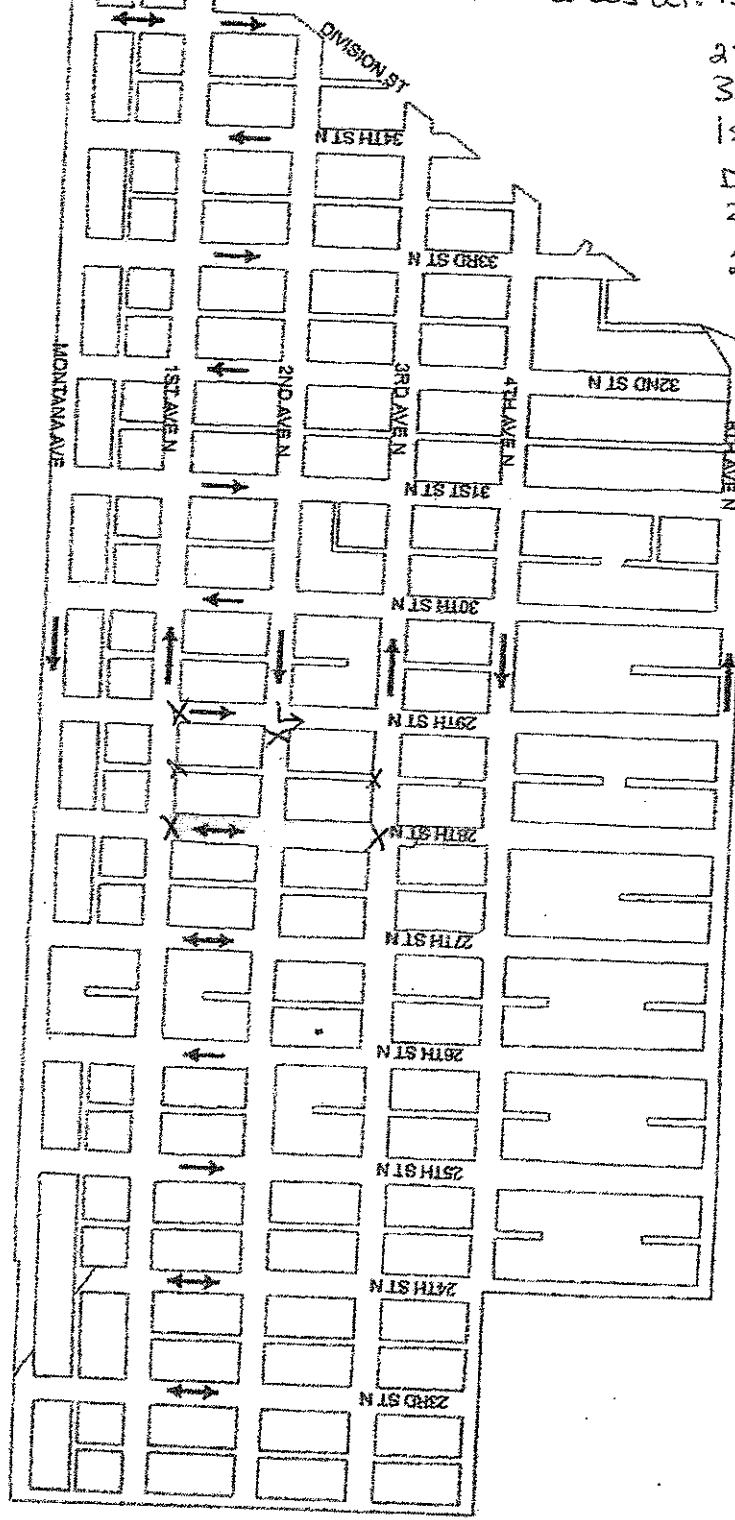
Soft Close on  
23<sup>00</sup> 24<sup>11</sup> 25<sup>14</sup> 26<sup>14</sup>

# Street Fair

1st - 3rd on N. Broadway Closed From  
8:00am - 4pm

Barricades at: 1st and 28th, alley between  
28th and 29th on 1st and  
3rd.

1st and 29th, 29th and 2nd  
Diverting traffic from  
2nd onto 29th,  
28th and 3rd.



**Downtown Billings Street Direction Map**

Date: Tue, 8 Feb 2011 13:49:23 -0700 [01:49:23 PM MST]  
From: Kent <kente@billingsconstructionsupply.com>  
To: kelly@mccann.bz  
Subject: Verification of Traffic Control Order

To whom it may concern,

Kelly has contacted me about us setting up Traffic control for the St. Pattys day parade the 12 of March.

We will be performing a walk through approximately 1 week prior to the event.

Kent Evans  
5514 King Avenue East  
Billings, MT 59101  
Ofc: (406) 248-8355  
Fax: (406) 248-6470

March 12<sup>th</sup>  
St. Patrick's  
round d Street  
Fair

Business Name	Address	Signature
Leecer's	2821 2nd Ave N	[Signature]
DESMONDS	2819 " " "	[Signature]
CS Karbu Rm.	2817 N. Broadway	[Signature]
PA Daudson	208 N Broadway	[Signature]
Jede Coffee	[Address]	[Signature]
Sprairie Blossoms	225 N. Broadway	[Signature]
ELLIZH BROWN	217 N. BROADWAY	[Signature]
Edward Jones	213 N. Broadway	[Signature]
Valley Federal Credit Union	207 N Broadway	[Signature]
N.A.N.	207 Broadway	[Signature]
BUCHANAN CAPITAL	201 N BROADWAY	[Signature]
Stiley Interiors	3762 2nd Ave N.	[Signature]
Jene Rockman Assur	2704 2nd Ave N.	[Signature]
Forever Bella Sign	2708 2nd Ave N.	[Signature]
Paula's Edibles	2712 2nd Ave N	[Signature]
<del>Home &amp; Design</del>	119 N. Broadway	[Signature]
Home & Design	117 N. Broadway	[Signature]
Montana Breary Company	113 North Broadway	[Signature]
Holzga's Sports Bar	109 North Broadway	[Signature]
Dcreative Group	105 N. Broadway	[Signature]
Coastal Lounge	101 W. 28th St	[Signature]
Mafusa	[Address]	[Signature]
The Soup Place	106 N. Broadway	[Signature]
In Step Footwear	108 N. Broadway	[Signature]
Shirts & Co.	112 N. Broadway	[Signature]
Liz & A	116 N. Broadway	[Signature]
Rock Creek	113 BROADWAY	[Signature]
Montagues	2810 2nd Ave	[Signature]

JN 119

Paradise - Fan



Business Name	Address	Signature
Bottega	2814 2nd Ave N	<i>[Signature]</i>
<i>Crab</i>	2814 - 2nd Ave N	<i>[Signature]</i>
Meridian	2818 2nd Ave N	<i>[Signature]</i>
Goldsmith	<del>2812 2nd Ave N</del>	2870 2nd Ave C Planichuk